



## **Position: School Liaison Officer**

### **Role Description:**

Real Nation are seeking candidates for a School Liaison Team Member Role on a temporary basis starting immediately. The successful candidate will be fully trained and will work on a variety of educational campaigns and events under the supervision of the project managers. Our School Liaison Team work full-time throughout the months of September and October, with further work available on an ad-hoc basis for the rest of the academic year.

### **The role involves:**

- Contacting schools to encourage registration and participation in programmes
- Responding to queries from participating schools
- Working closely with Project Managers to help with various education projects

Normal working hours are Monday - Friday and 9am - 3pm (for primary school projects) or 9am - 4pm (for secondary school projects). Hours are flexible and schedules are specifically designed around each individual's availability.

The School Liaison Team Member's role will include but is not limited to:

- Representing our clients in a professional manner
- Delivering campaign details in a clear, informative and friendly manner
- Competently dealing with a high volume of outbound and incoming calls
- Accurate recording and logging of information and feedback from calls on an internal database

### **Key Requirements for this role:**

- Excellent phone manner
- Fluent spoken and written English
- Internal data entry and database management experience (desirable)
- Strong administration skills and attention to detail
- A flexible and adaptable approach to work

These roles run on an ad-hoc basis, however, we are extremely busy over this period so a high number of hours will be available, and the role is ideal to fit around part-time employment throughout the year. Competitive hourly rate. If this role sounds right for you please apply with your CV and cover letter outlining why you would be a good candidate for this role.

How to apply: If this role sounds right for you please apply with your CV and cover letter outlining why you would be a good candidate for this role to [jobs@realnation.ie](mailto:jobs@realnation.ie)